



12th May 2022

Ms. Shirisha.R
376 Anjinmma nilaya,
2nd cross, Ashwathnagar, Marathahalli
Bangalore – 560037.

Dear Shirisha,

We are pleased to offer you employment with us as “**Executive -Trainee (Marketing)**” on the following terms and conditions:

Place of Work: You will work from Bangalore office and the work hours will be 7:30 PM (IST) to 4:30 AM (IST), Monday through Friday. You are required to join on 18th May 2022.

- 1. Compensation:** Your annual compensation would be Rs.2.04,000.00 as per details below:

Components	INR Per Month	INR Per Annum
Basic	8,500	1,02,000
House Rent Allowance	4,250	51,000
Special Allowance	3,230	38,760
Gross Salary	15,980	1,91,760
Employer Provident Fund	1,020	12,240
TOTAL CTC	17,000	2,04,000

Apart from your salary, for each successful candidate sourced by you and placed with our client, you will be paid Rs.2000/- per month as an incentive for the duration the candidate is on billing.

- 2. Duties:** You shall use your best abilities on a full-time basis to perform, at locations decided by the company, the employment duties assigned to you from time to time. You also shall comply with all rules, regulations and procedures of the company and its clients.
- 3. Vacation & Holidays:** You are entitled to paid leave as per the details below and the leave accounting year runs from 01st January to 31st December.

NAM Info Private Limited

Registered Office: NACONS CENTER 29/2B-01, 1st Floor, K R Road, BSK II Stage, Bangalore – 560070
 Tel : +91 98454 44695 | email : namindia@nam-it.com | www.nam-it.com



Leave Type	Days per year
Earned Leave	18 days
Sick Leave	12 days
Holidays	9 days


- 4. Termination:** While we are confident that we will have a long-term mutually beneficial employment relationship, employment with the company is voluntary and at will. You are free to resign at any time with prior one-month notice. Similarly, the Company is free to terminate your employment relationship, with prior one-month notice, at any time. However, if the company finds that an employee is involved in any unlawful activity (prohibited by the law); the company on one-day notice can terminate the contract.
- 5. Confidentiality:** You will hold in trust and not disclose to any other party, directly or indirectly, during your employment with the company and thereafter, any confidential information relating to research, design, development, trade secrets, customer-prospect lists or business affairs of the company or its clients.
- 6. Non-Solicitation:** You agree not to provide recruitment services to any other company, directly or indirectly, while employed by the company.

We believe that the skill and background you bring to the company will be instrumental to the future success of the Company. Without hesitation, the single most important factor in our success has been our people.

We are certain that you will find a career with NAM Info Private Limited to be both challenging and rewarding, and we are looking forward to your valuable participation as a key member of our company.

Sincerely,

For NAM Info Private Limited

DocuSigned by:

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B J Venkatesh
Managing Director

NAM Info Private Limited

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